

MEYDENBAUER
CENTER

April 6, 1993

Mr. Alan Upshal
National Gymanfa Ganu Association
NE 163rd
Bothell, WA 98011

Dear Alan:

Construction continues to move along smoothly as we prepare for our September 13th opening. In preparation of our meeting I thought I would provide a recap of our previous correspondence so that we can determine the appropriate spaces and equipment you will want to include in the contract.

The attached Permit Application will need to be completed and returned to me at your earliest convenience. Once we have determined the space and equipment you will be using for the event, I will issue a contract immediately.

o **Facility Rental Rates**

Rental will be \$1,620 per day for use of one-half of the exhibit hall (18,000 square feet). Move-in and move-out days will be provided complimentary equal to the number of paid event days. All additional meeting space, registration space, and food and beverage space would be provided complimentary.

Theater rental will be \$700.00 for a full-day, \$400.00 for a half day.

o **Main Lobby Area**

The Center will provide complimentary:

- (4) Draped Tables
- Chairs
- Power (on existing outlets)

o **Exhibit Hall**

The Center will provide complimentary:

- Choral Shell
- Risers
- Carpeting
- Chairs
- Banner Hanging

11101 N.E. Eighth Street, Suite 239

Bellevue, Washington 98004

FAX 206.637.0166 TEL 206.637.1020

The Events
Center in
Bellevue
Washington

Mr. Alan Upshal
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o **Meeting Rooms**

The Center will provide per room, per day complimentary:

Theater/Classroom Set
Draped Headtable
Risers
2 Microphones
1 Whiteboard
2 Easels

Costs for additional items:

Microphones \$20.00 each
Easels \$10.00 each
Whiteboards \$10.00 each

o **Exhibit Booths**

The Center will provide complimentary:

12 draped (linen & skirting) tables, (additional tables will be \$10.00 per table)

Power will be provided complimentary to the amount of fixed electrical plugs available in the area determined for exhibits (110 power only).

Alan, our Director of Food and Beverage Director is currently working on our menus. As additional facility information becomes available we will forward it to you immediately.

You can rest assured knowing our staff is committed to working with you in creating a successful event. If you have any questions, please don't hesitate to call.

Sincerely,


Stacy Pfaff
Director of Sales and Marketing

cc: Elizabeth Heath

MEYDENBAUER CENTER

11100 N.E. 6th Street
Bellevue, WA 98004

Fax: 206-450-3744
Phone: 206-450-3740

Fax To: Alan Upshal
Company: Puget Sound Welsh Assn.
Fax: -2329 **Phone:** -6902
From: Patrice Savery
Date: August 23, 1994

Pages including this cover page: 8 **Hard Copy to follow:** Yes No

Comments:

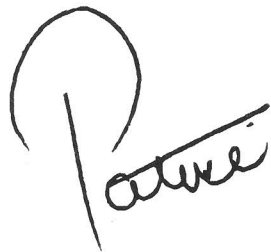
Dear Alan,

With you event just a little over a week away, I am forwarding you a copy of the event document for your perusal. This information is based upon the meeting I had with Mr. Brian Perry earlier this week (and he also has been faxed a copy.) Please review and let me know if there are any changes/additions. You will also find attached copies of room diagrams for Center Hall A and Center Hall B. The diagram for Hall B reflects 1296 chairs however, we can put in additional seating. I would be safe in saying that 1300 is no problem, but 1500 will most like not be feasible due to the large stage and the audio equipment.

If you have any questions, please don't hesitate to give me a call at 450-3742. I look forward to seeing you at the Pre-con meeting on August 31.

Take care.

Sincerely yours,



Final Copy
Meydenbauer Center
Event Document
The National Gymanfa Ganu Association
August 31 & September 2-4, 1994
MC-00196

Show Manager: Alan Upshal

P.O. Box

Seattle, WA 98109

488-7288, fax = () 548-2329

Event Coordinator: Patrice Savery

Event Rooms: Center Hall, Theater, Rooms 401-409

I. Schedule

A. Wednesday, August 31, 1994

1) Room 403

3:00 p.m. - 4:00 p.m. = Pre-Con Meeting (15 pp)

4:00 p.m. = Egress

B. Friday, September 2, 1994

1) Center Hall A & B, Room 404

8:00 a.m. - 1:00 p.m. = Staff access/Move-in
(Staff, & Vendors 40 pp)

1:00 p.m. - 6:30 a.m. = Information Center Open
Center Hall Lobby

3:00 p.m. - 6:00 p.m. = Rehearsal Room
Room 404

5:30 p.m. - 7:00 p.m. = Reception (650 pp)
Center Hall A

7:00 p.m. - 9:00 p.m. = Dinner (650 pp)
Center Hall A

9:30 p.m. - 11:30 p.m. = Folk Concert (650 pp)
Center Hall B

11:30 p.m. = Egress

C. Saturday, September 3, 1994

1) Center Hall A, Theater & Rooms 401-408

7:00 a.m. - 8:00 a.m. = Staff access/set-up

7:30 a.m. - 6:00 p.m. = Waiting Room access
Room 406

7:30 a.m - 6:30 pm. = Rehearsal Room
Room 404

C. Saturday, September 3, 1994 (continued)

8:00 a.m. - 10:30 a.m.	=	Men's Competition (100 pp) Theater
9:00 a.m. - 5:00 p.m.	=	Information Center Center Hall Lobby
10:30 a.m. - 1:00 p.m.	=	Women's Competition (100 pp) Theater
12 noon - 6:00 p.m.	=	Choir Dressing Rooms Rooms 401, 402, 403, 407, & 408
1:00 p.m. - 2:30 p.m.	=	Instrumentalists Competition (300 pp) Theater
2:30 p.m. - 4:30 p.m.	=	Choirs Competition (300 pp) Theater
4:30 p.m. - 6:00 p.m.	=	Men/Woman Finals (300 pp) Theater
8:00 p.m. - 10:45 p.m.	=	Grand Concert (1000 pp) Center Hall B
10:45 p.m. - 11:15 p.m.	=	Reception (120 pp) Room 405
11:15 p.m.	=	Egress

D. Sunday, September 4, 1994**1) Center Hall A & B, Rooms 404 & 406**

8:30 a.m. - 9:00 a.m.	=	Staff access/set-up
9:00 a.m. - 7:00 p.m.	=	Information Center Center Hall Lobby
10:00 a.m. - 11:30 a.m.	=	Church Service (500 pp) Center Hall B
12 noon - 6:30 p.m.	=	Rehearsal Room Room 404
12 noon - 9:30 p.m.	=	Choir Holding Room Room 406
2:00 p.m. - 4:30 p.m.	=	Gymanfa Ganu (1000 pp) Center Hall B
5:00 p.m. - 6:00 p.m.	=	Te Bach (500 pp) Center Hall A
7:00 p.m. - 9:30 p.m.	=	Gymanfa Ganu (1000 pp) Center Hall B
9:30 p.m.	=	Egress

II. Set-up

A. Wednesday, August 31, 1994

1) Room 403

Conference style for 15 pp

***GES is scheduled to carpet the full Exhibit Hall on Thursday, September 1.**

B. Friday, September 2, 1994

1) Room 404

Meydenbauer piano (Rental fee \$75.00/day) front of room

Theater style for 25 pp facing east

1 - t8 (skirted) against north wall

2) Center Hall A

Riser 8' x 36' x 32" w/ pipe and drape backdrop

Pipe & drape along south wall & east wall for F & B bussing stations.

F & B will need tables.

Head table (skirted) for 6 on riser

65 rounds of (10) facing south

Standing lectern w/ mic

3) Center Hall B

Stage 24' x 56' x 48"

Theater style for 1300 pp facing north with 6 sections

(see diagram). Chevron sides if possible.

Pipe & drape backdrop & along north wall

Center Hall Lobby:

(This set up remains throughout the event.)

3 - t8's (skirted) between columns for Information Center

6 chairs

1 telephone installation - phone #: 450-3701

8 easels

4 - t8's (skirted) along east wall w/ 8 chairs for banquet/concert ticket people & novelty sales

(additional tables/chairs may be needed)

C. Saturday, September 3, 1994

1) Theater

2 - t6's (skirted) on stage for judges w/4 chairs

2) Rooms 401, 402, 403, 407 & 408 (Dressing Rooms)

1 coat rack

15 chairs along perimeter of room

2 - t8's (skirted)

C. Saturday, September 3, 1994 (continued)

- 3) Room 404 (Rehearsal Room)
Same as Friday, September 2.
- 4) Room 405
35 Chairs along perimeter
Tables per food & beverage
- 5) Room 406 (Competitors' Waiting Room)
25 chairs along perimeter
3 - t8's (skirted) back of room
- 6) Center Hall A, Center Hall B & Center Hall Lobby
1 chair on stage in Center Hall B.
Same as Friday, September 2.

D. Sunday, September 4, 1994

- 2) Room 404 (Rehearsal Room)
Same as Friday, September 2.
- 3) Room 406 (Choir changing room)
2 coat racks
25 chairs along perimeter
3 - t8's (skirted) back of room
- 4) Center Hall A
Same as Friday, September 2.
- 5) Center Hall B
Same as Friday, September 2 except:
Rope off two sections closest to east wall for church service only.
Standing lectern for church service only.
At 12:30 p.m. strike podium.
Center Hall Lobby
Same as Friday, September 2.

III. Special Instructions**A. Friday, September 2, 1994 - Sunday, September 4, 1994**

- 1) Audio/Visual - Far Point Audio to provide sound in Center Hall B & Theater. Move in on Friday morning.

Banner Hanging:

- 8 (3' x 6') banners to be hung on catwalk over stage in CH B & over railing in pedestrian corridor.
- 3 (3' x 20') Banners to "throw" over shell in theater (or hang otherwise on stage.)

All Meydenbauer requirements listed above. Note telephone installation at the Information Center in Center Hall lobby.

2) Crowd Control/Security - Lots of people in & out of building throughout this event. Shuttle buses will be dropping off people on NE 6th.

Vendors delivering on Thursday, September 1:

a) GES - To put down carpet in Center Hall

b) Bob Junell - To deliver grand piano to Center Hall B & organ for Theater.

Vendors delivering on Saturday, September 3:

c) PTNA - To deliver choral risers.

Bob Junell & PNTA will pick up their equipment on Tuesday, September 6th due Monday being a holiday.

3) Food & Beverage - All meals per menus.

4) Housekeeping - Watch restrooms & trash (inside & outside). Keep lobby clean!! Make sure water coolers are full especially on the 4th level and backstage theater.

5) HVAC - Comfortable room temperatures please.

6) Room Set-ups - Note small change on Sunday, Sept. 4th morning in Hall B

7) Parking - Standard parking rates apply - \$7.00 max.

September 30, 1994

MEYDENBAUER CENTER

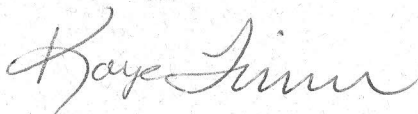
Mr. Steve Ensley
National Gymanfa Ganu Association
Fairview Avenue East, #304
Seattle, WA 98102

Dear Mr. Ensley:

Enclosed please find a final Invoice for the National Gymanfa Ganu Association's Annual Convention held here on September 1-4, 1994. Although all items are self-explanatory, please do not hesitate to call the Accounting Department should you have any questions.

We look forward to the next opportunity we will have of hosting you and The National Gymanfa Ganu Association. On behalf of Meydenbauer Center, I would like to thank you for coming to our facility.

Sincerely,



Kaye Timm
Accounting Department

Enclosures

MEYDENBAUER CENTER

The Northwest's New Events Facility
 11100 N.E. Sixth Street
 Bellevue, Washington 98004
 (206) 637-1020 FAX (206) 637-0166

Invoice No. **0425**

Date 9/30/94

Contract No. 1-026-00196

INVOICE

TO: Mr. Steve Ensley
 National Gymanfa Ganu Association
 Fairview Avenue East, #304
 Seattle, WA 98102

RE: 1994 Annual Convention
 September 2-4, 1994

Description	Amount	Tax
Building Rental:	\$3,940.00	
Equipment Rental:		
Piano Rental	75.00	T
Equipment Rental Tax: \$4.92		
Food & Beverage:		
Catering Per Attached Listing	18245.10	T
Service Fee @ 17%	3101.67	T
Lamp & Table Cloth Rental	204.00	T
F&B Tax: \$51.81		
Subtotal		
	\$25,565.77	
Deposit(s)	(3,940.00)	
On Account	(0.00)	
Food & Beverage Credit	(3,649.02)	
Sales Tax	1,773.32	T
Terms: Net 30	TOTAL	
	\$19,750.07	

Thank You For Your Business

**FILE
FINAL**

FOOD & BEVERAGE BILLING

GROUP: GYMANFA GANU (SEPTEMBER 2,3,4,1994)
GUESTS:

QUANTITY	ITEM		PRICE	TOTAL
	SEPTEMBER 2, 1994			
628	DINNER	EA	\$19.95	\$12,528.60
	SEPTEMBER 3, 1994			
100	IMPORTED/DOMESTIC CHEESE MINI ASSORTED SANDWICHES	EA	\$4.00	\$400.00
50	ASSORTD SODAS	EA	\$1.75	\$87.50
	SEPTEMBER 4, 1994			
508	BUFFET LUNCH	EA	\$9.25	\$4,699.00
220	FRESH FRUIT SALAD	EA	\$1.50	\$330.00
10	ADDITIONAL COFFEE SERVICE	GAL	\$20.00	\$200.00
0		EA	\$0.00	\$0.00
0		EA	\$0.00	\$0.00
0		EA	\$0.00	\$0.00
0		EA	\$0.00	\$0.00
0		EA	\$0.00	\$0.00
66	LAMP RENTAL	EA	\$1.50	\$99.00
70	TABLE CLOTHS	EA	\$1.50	\$105.00

PRICE:	\$18,245.10
GRATUITY 17%	\$3,101.67
RECOVERY SALES	\$204.00
SUB TOTAL	\$21,550.77
TAX 8.2%	\$1,767.16
FOOD & BEVERAGE TOTAL	\$23,317.93